



Minutes of the IT Investment Board

February 4, 2004

Members Present:

George C. Newstrom (Chairman)

Jimmy Hazel

Hiram Johnson

James McGuirk

Dr. Mary Guy Miller

Scott Pattison

Len Pomata

Walter Kucharski (ex-officio – non-voting)

Members Absent:

Chris Caine

John Lee

Others Present:

Lem Stewart, Chief Information Officer, VITA

John Westrick, Counsel to the Board

Call to Order

The Chairman called the meeting of the Virginia Information Technology Investment Board to order at 1:07 p.m. Seven of the ten members were recorded as present by roll call. It was noted that Scott Pattison would be arriving late due to a prior commitment.

Introduction of New VITA CIO

Len Pomata, Chair of the CIO Search Committee, introduced Lem Stewart as the new VITA Chief Information Officer. He publicly thanked the members of the ITIB Search Committee, and thanked the McCormick Group for conducting a nationwide search in recruiting applicants with the needed skill sets and qualifications for the CIO position. Chairman Pomata expressed thanks to Mr. Stewart in accepting the position and welcomed him to the Commonwealth.

Mr. Stewart gave brief comments and affirmed his readiness in assuming the responsibilities of his new position. Chairman Newstrom also welcomed Mr. Stewart, and reiterated his satisfaction of the candidate selection. He stated that Mr. Stewart, accompanied by Jimmy Hazel, had already visited many of the legislative offices and had been introduced to legislators.

Approval of Minutes

Jimmy Hazel made a motion that the minutes of the January 7, 2004 meeting be approved.

James McGuirk seconded motion. There being no discussion, the minutes were approved as written.

Committee Reports

CIO Search Committee, Len Pomata, Chairperson:

Len Pomata made a motion that the employment contract with Lem Stewart, VITA CIO, be approved. Jimmy Hazel seconded the motion. The motion carried unanimously by the Board with a vote of 7-0.

Legislative Review/Liaison Committee, Jimmy Hazel, Chairperson:

Jimmy Hazel reported that all legislative actions relevant to VITA were in the budget process as amendments. He reported as follows:

Three amendments for exemptions from VITA:

- Port Authority (Senator Stolle)
- Department of Mental Health, Mental Retardation and Substance Abuse (Senator Wagner)
- Mental Retardation Training Centers (Delegate Tata).

Mr. Hazel recommended and motioned that the Board officially oppose all exemption requests, as this would send the wrong message to agencies. Dr. Mary Guy Miller seconded the motion.

The Board carried the motion unanimously with a vote of 7-0.

Public Private Education Act (PPEA) (Senator Stosch)

- This amendment gives encouragement in the budget bill for the Governor, Senate Finance, and House Appropriations Committees to work with Cabinet Secretaries to pursue implementation of proposals submitted under the PPEA.

He recommended and motioned that the Board support this amendment and be in support of Senator Stosch's budget language. Hiram Johnson seconded the motion. The Board carried the motion unanimously with a vote of 7-0.

Acceleration/Deceleration Implementation Ability by the Board

- Mr. Hazel stated that the Board's ability, per the statute, to accelerate VITA implementation of agencies, but not to decelerate is problematic. Senator Stosch referenced this issue to the Senate Finance Committee on Monday, February 2, 2004, and stated that it might be useful to have this language so that the Board could consider deceleration as well as acceleration requests. Senator Stosch was assured that this issue would be brought before the Board for discussion.

Mr. Hazel made a motion that the Board be in support of language to allow the Board to have the ability to decelerate as well as accelerate transition into VITA for certain agencies. Hiram Johnson seconded the motion.

Mr. Kucharski suggested that the Board take the initiative to help Senator Stosch draft language to this effect, giving examples of viable reasons for exemption requests, such as

security or undue impact on the budget. He offered to assist Mr. Hazel in drafting this language.

The Board carried the motion unanimously with vote of 7-0.

Mr. Hazel also stated that the Board should consider whether or not it would want to have the ability to grant exemptions again based on specific issues/circumstances, since this might be a continuing situation brought before future General Assemblies as they look at how the Board functions and difficulties faced by agencies. Presently, there is nothing in the statute that allows the Board to grant exemptions.

Senate Finance Sub-Committee Meeting – Monday, February 2, 2004

Jimmy Hazel reiterated the importance of IT Investment Board members to take advantage of all opportunities to interact with the General Assembly at the sub-committee and committee level to be available to respond to questions so that the General Assembly members have a sense that the Board is functioning as it is intended.

He referenced the February 2nd meeting of the Senate Finance Sub-Committee, wherein insufficient time was allotted to speak before the committee to regarding issues and concerns, that should be addressed by the Board. He offered to take the lead in drafting an official response, on behalf of the Board, to the members of Senate Finance Committee and the House Appropriations Committee to adequately address some of the issues. The draft response will be circulated to the Board within the next two days for review prior to submission.

Chairman Newstrom commended VITA staff in their presentation and stated that issues were posed in two parts:

- (1) the technical part of VITA, not only in her presentation, but also in the responses that have been given. He stated that this needs to continue, and Lem Stewart will continue to focus on this.
- (2) the governance issue of the Board. He supported the Board working with Jimmy in drafting the response so that everyone will understand how the Board functions.

Hiram Johnson suggested that the schedules of sub-committees and/or full committees be sent to the Board, particularly when VITA and the Board are on the agenda. Mr. Hazel stated that either the CIO or Roz Witherspoon would send as much prior notice. VITA will be first on the agenda at the Senate Finance Committee Sub-Committee on General Government on Monday, February 9th at 10:00 a.m.

Chairman Newstrom also stated that committee meetings, times, dates, and locations could also be obtained from the General Assembly website under legislative services.

IT Project Review Committee, Jim McGuirk, Chairperson:

Jim McGuirk reported that the IT Project Review Committee had met earlier that morning, but had no quorum. He stated that the Committee is trying to send a consistent message to agencies on how projects are reviewed and what information is needed in the project plan. Recent project

plan submissions are evidence of the understanding of this message, such as certification of project managers, showing metrics for cost savings, and an understanding of project goals. He stated that discontinuances will be tracked and there will be metrics to measure projects as they are approved.

Board of Accountancy (BOA) Transition Into VITA

Mr. McGuirk reported that as requested at the January 7th meeting, the BOA had submitted a plan for the Board's review bringing them in compliance with VITA transition. He was pleased to announce that the effective date of transition is March 1, 2004. He publicly congratulated the BOA and made a motion that the Board approve the BOA plan that transitions them into VITA effective March 1, 2004 with congratulations and thanks for their efficiency in responding to the Board's request. Jimmy Hazel seconded the motion and echoed his thanks and appreciation to the BOA and staff in helping to get the issue resolved. The Board carried the motion unanimously with a vote of 7-0.

There was no representation from the BOA.

IT Project Review Committee Recommendations for Board Action

VITANet - a trusted network that will enhance security of the VITA Operations, which is necessary for federal compliance, such as HIPPA, as more information is received into VITA. Jim McGuirk made a motion that the Board approve the VITANet project with the following contingencies:

- As the network comes alive with the access points into the Operation Center, this will be coordinated with the VITA Integration Plan so that as agencies move into VITA there will be an actual plan and time so that there will be an expectation by agencies that they are now going to use the network. The network will be mandatory.
- Discontinuances will be tracked.

Len Pomata seconded the motion. Discussion was held. The Board carried the motion unanimously with a vote of 7-0.

Virginia State University (VSU) – Reengineer Core Business Process Project - adds the financial aid student system, web access, etc. to the human resource system. A major concern of the IT Project Review Committee was standardization among the universities. There are fifteen major universities in the Commonwealth, and VSU is the tenth university on a similar system.

Extensive discussion between VSU and VaTech had taken place in looking at ways to collaborate and improve the process, including having VaTech hosts VSU's data in an effort to save costs. However, because the system did not accommodate multiple hosting, the effort was unsuccessful.

The IT Project Committee will be inviting Joy Hughes, CIO of George Mason University, to appear before the Committee and discuss how collaboration efforts between the universities will be enhanced. VSU was applauded for taking the initiative in the collaboration effort.

Jim McGuirk made a motion that the VSU – Re-engineer Core Business Process Project be approved and the IT Project Review Committee continue to enhance collaboration between universities. Dr. Mary Guy Miller and Len Pomata seconded the motion. The motion carried unanimously by the Board with a vote of 7-0.

Ed Mazur, Vice-President for Administration and Finance, VSU addressed questions and gave comments regarding the project.

The following information will be distributed to the Board for review and preparation for discussion and approval at the March ITIB Board meeting:

- Revised Commonwealth Technology Management Policy - Significant changes to the policy will be highlighted. The Policy will also be posted to the VITA website.
- Enterprise Architecture Platform Domain Report (approach toward standards) - An 8-page supplement of contents of the Platform Domain Report

Regarding the Enterprise Architecture Platform Domain, Len Pomata suggested that the Board encourage the resources in agencies to be transitioned into VITA to be made available to VITA on some basis earlier rather than later to help accelerate the architecture work getting done.

Chairman Newstrom stated that CIO will be on the ITIB agenda each month and will give a monthly update on the status.

In April, the ITIB will begin work on the statewide priorities. Len Pomata also requested that after the General Assembly Session, the CIO develop a timeline of activities to be completed so the Board will have a layout of the processes that will lead up to next September – November.

Finance Committee, Scott Pattison, Chairperson

Mr. Pattison reported that the Finance Committee met on Thursday, January 29, 2004 and the meeting was well attended. Karen Helderman of the Office of the Auditor of Public Accounts (APA), provided an overview of the APA Report. Discussion was held.

Lem Stewart commented that he thanked Ms. Helderman and welcomed the Department of Human Resource Management's help to review areas of improvement. He stated that VITA accountability (action to be taken; time to be delivered, and ability to monitor and track results) of each of the DHRM, JLARC and APA items. All attention would be given to the issues.

Scott Pattison also expressed his thanks to VITA staff on the work done to address concerns. He suggested that the Board approve the VITA Action Plan as preliminary, or that the Board take the plan under advisement. Jimmy Hazel commented that because of the importance of the document, all Board members should review the plan and give comment prior to releasing to produce a more comprehensive document. Len Pomata recommended that the Board defer approving the Plan.

Lem Stewart stated he would have a draft of the updated Action Plan to the Board by the end of next week. Chairman Newstrom stated that the Board needs a continuous update on the status of each item.

Dr. Miller stated that actions have been taken, and the Finance Committee has diligently addressed the issues in the APA Report. Walter Kucharski reiterated that the APA has agreed that VITA is headed in the right direction in addressing the issues.

The Finance Committee recommended that the Board consider one of the spring meetings (April or May) be designated as an all day meeting for strategic planning.

Scott Pattison commented that the Finance Committee is in the process of developing the rates in an effort to be prepared by the summer to develop a planned approach for charging VITA services.

The Finance Committee will meet on Thursday, February 26, 2004 at 9:00 a.m. for the purpose of examining a preliminary business plan draft that will be presented by VITA staff. This will be provided to the Board in time for discussion at the March meeting. All Board members were invited to attend.

Other Business

Chairman Newstrom suggested that, with the Board's concurrence, CIO Search Committee would now become the CIO Evaluation Committee responsible for setting evaluation criteria for the CIO annual performance evaluation. Each committee would have input in this process. The document will be provided to the new CIO. The annual performance review would be conducted at the end of the year as prescribed in the employment contract.

Public Comment

Judy Marchand made public recognition in acknowledgement of the hard work and extraordinary leadership of Cheryl Clark in her role as both Deputy CIO and Acting CIO on behalf of the VITA staff.

Adjourn

The next meeting of the ITIB will be Wednesday, March 3, 2004 at 1:00 p.m. at the VITA Operations Center. There being no further business, the meeting adjourned at 2:50 p.m.